**1143702 Gulfjobseeker.com CV No:**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**Personal Details:**

**Date of Birth : 30/07/1988**

**Marital status : Single**

**Nationality : Syrian**

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**Objective:**

**Seeking a career in Technology field, where can utilize my professional**

**Skills and expertise in Business Administration (Management Information**

**System) and computer experience.**

**To contribute the best of my ability towards the growth and development of a**

**Progressive company to pursue a challenging and rewarding career.**

**Education:**

**1. BA in Business Administration (MIS) Syrian International University**

 **of Science and Technology (SIUST) 2006-2010 Syria – Damascus**

**2. Business correspondence Alhandasi Professional Science Center (ACPS) 2010**

**3. Diploma of Professional Accounting Software in Alhandasi Professional**

 **Science Center (ACPS) April to July2009 Syria – Damascus**

**Computer skills & Training Programs:**

**- Maintenance Network & Configuration Access Points (LCNP, LCOM, LCT,**

 **FSO, OFDM Radio) 5 certificates (2012) UAE- Dubai**

 **- Techniques of Programming Accounting Courses: Alhandasi Professional**

 **Science Center (ACPS) in Damascus - March to April 2009 / Syria**

**- ICDL New Horizon institute Damascus - Oct to 20/Dec/2008 / Syria**

**- Maintenance Computer Certificate A+ (Hardware & Software) - 2005/ Syria**

**- Proficient in use of: MS-Office (Word / Excel / PowerPoint / Access / Outlook)**

**- Excellent knowledge Networking and windows all Versions 3.1 /95/ 98/ NT/
 2000/ XP/Vista/ W7/W8 and Apple Macintosh OS.**

**- English Course at ALC & Berlitz Damascus - September to November 2008**

**Languages:**

**- Arabic: As native language**

**- English: Excellent (reading-writing-speaking- listening)**

**Expertise in:**

**- Team management skills (strong leadership abilities, positive problem**

 **solving, team development and motivation, decision maker and**

 **ability to work independently).**

**- Presentations & Negotiations.**

**- Adaptable, flexible, capable under pressure.**

**- Capable to advance and progress in the work environment.**

**- Ability to work independently and within a team, communicate with**

 **People at all levels.**

**- Devoted to achieve all goals and aims and highly competitive.**

**Work Experience:**

* **Computers & Laptops Maintenance (Hardware& Software)**

 Syria - Lebanon - Kuwait - UAE **(**July 2001 to date**)**

* **Public Relations Manager at Al Marouf Group, Syria (Oct.2007 / Jun.2010)**

**Job Mission:**

1. Organizing and arranging of meetings and appointments
2. Dealing with Posts & E-mails
3. Customer Services & Help Desk Officer.
* **Sales & IT Manager at Alkhobaraa Computer Company, Syria
(Jun2010-Feb2011)**
1. Selling computer's parts and accessories.
2. IT Manager
3. Customer care.
* **Manager at Nour Al Shams Company** **For Gym Ladies project
implementation, Syria (Feb2011-Nov2011)**
1. Installing networks wireless and data
2. Installing all multimedia and sound system.
* **Operations Manager at Dow Technology for Network Solutions:**

 **Dubai -UAE (Jan.2012 to date)**

 **Job Mission:**

1. Webmaster Website Development and Management
2. E-Marketing Advertisement Designer on Facebook, Twitter, Google and all social Websites.
3. Sales Engineer In Charge of the presentations the products to the Universities, Hotels and Big Companies.
4. Management of A/R and A/P and Recordkeeping / Sage Simply Account System.
5. Customer & After Sales Services testing the products and applying for the RMA Form in case the product is not connecting to the network.
6. AssistantManager Income and expenditure enforcing business (2012).
7. StockManager in DowTechnology Sharjah warehouse (2013).
* **Part time Technical Support in Gitex Technology Week 2013 in DSG Stand / World Trade Center Exhibition, Dubai Smart Government.**

Network Administrator, Implementing Network Applications and

 Maintain, Troubleshooting Operating Systems